

Immigration Casework In-Take Sheet

(For Congressional Staff Use)

This form is offered as a tool to assist you - the Congressional caseworker - in obtaining complete information regarding a constituent inquiry. The form should be attached to the inquiry as it is forwarded to the specific INS Headquarters, Regional, District, or Sector Office. Having complete information will assist the INS caseworker in responding to your request. If your local District already has a form in place, please continue to use their form.

ATTACH A SIGNED PRIVACY RELEASE FROM THE
CONSTITUENT FOR WHOM THE INFORMATION IS BEING SOUGHT

NAME OF CONSTITUENT: _____

NAME OF PETITIONER: _____

NAME OF BENEFICIARY: _____

OTHER NAMES USED: _____

DATE OF BIRTH: _____ COUNTRY OF BIRTH _____

ALIEN REGISTRATION # ("GREEN CARD #"): _____

RECEIPT #: _____

FORM FILED

_____ I-129 _____ I-485 _____ I-824 _____ N-600 _____ I-600

_____ I-130 _____ I-526 _____ N-400 _____ N-643 _____ I-600A

_____ I-140 _____ I-539 _____ N-565 _____ G-639 _____ I-131

_____ I-751 _____ I-765 _____ I-601 _____ I-612 _____ I-90

OTHER (SPECIFY): _____

WHERE FORM FILED: _____

PLEASE INCLUDE A BRIEF DESCRIPTION OF THE PROBLEM

CASE WORKER _____ PHONE # _____

CONGRESSIONAL MEMBER NAME _____